Last Update: 02/25/13 3:37 PM

Change Position Type IT9023   PO13

Publisher Information

File Name

r_Change Position Type IT9023.doc

Link 1

Link 2

Link 3

Link 4

Job Role

Charge Object Maintainer
HR Master Data Maintainer
OM Position Requestor
Position Vacancy Posting Maintainer
Production Support - Org Mgmt

Insert Job Role rows as necessary.

Transaction	User Data		Description	
PO13			Change Position Type IT9023	
Client	**Language**	**Doc Type**	**Job Role**	
	EN	BPP	Charge Object Maintainer	

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Change History

Update the following table as necessary when this document is changed.

Date	Name	Change Description
updated 3/27/08		

Trigger:

The type data of a Position needs to be changed (emergency position, essential position, etc.).

Business Process Procedure Overview

There are three separate designations for critical positions:

- Emergency - Positions which are required to work adverse weather or conditions of a serious nature that prohibit some employees from reporting to work.

- Essential - Positions which are exempt from an Executive Order prohibiting the filling of positions.

- Key - Positions designated by an agency that includes responsibility for performing mission critical work necessary for the organization to achieve its business goals. A vacancy in a key position of over one week would have a negative impact on the delivery of services because of the criticality of the work.

- **Note**: A position can be designated with more than one type. If no types are applicable, select None.

Tips and Tricks

- The Type information on a Position is held on Infotype 9023 on a Position.

- **Copy** (two sheets of paper) is to be used most of the time. This will delimit the existing record and create a new record with the start date given. Copying keeps a history of what the record used to be.

- **Change** (pencil) is only to be used if you make a spelling or other simple error, and want to change the record. There is no history tracked on what the record used to be if you use the change functionality.

Access Transaction:

Via Menu Path	SAP menu ==> Human Resources ==> Organizational Management ==> Expert Mode ==> PO13 - Position

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Via Transaction Code	PO13

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Release:

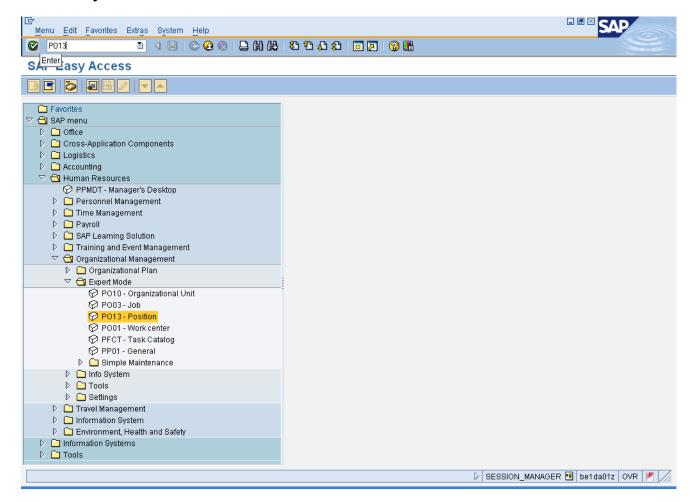**Last changed by:** cjstephenson

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Procedure:

SAP Easy Access

1.   Update the following **required** and **optional** fields:

Field Name	Description	R/O/C	Values
Command	White alphanumeric box in upper left corner used to input transaction codes	R	Enter value in Command. **Example:** PO13

2.   Click **Enter** ✅ button.

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Maintain Position

3. Update the following **required** and **optional** fields:

Field Name	Description	R/O/C	Values
Position	Eight digit unique number identifying the position	R	Enter value in Position. **Example:** 54215078

4. Click **Enter** button.

Information: If you need to look up the position number, click your cursor in the field and click on the matchcode search button to the right of the field for search options.

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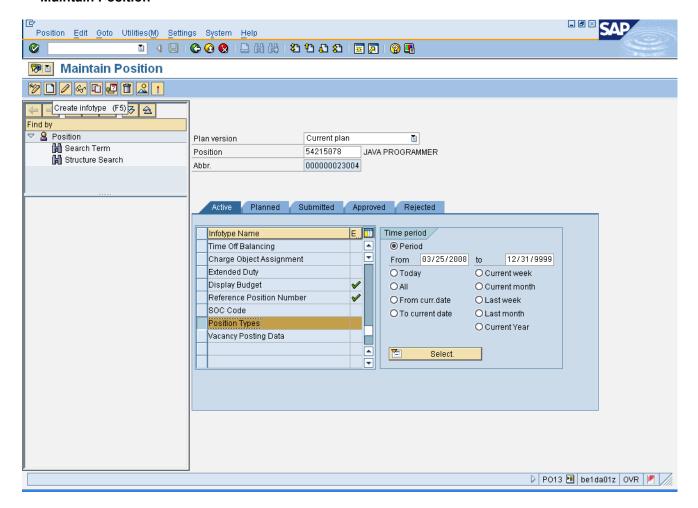
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Maintain Position

5. Click **Position Types** ☐ button.

6. Click **Create infotype (F5)** ☐ button.

Information: Verify that the position you wish to change the type on is displayed. Highlight the **Position Types** infotype by clicking on the gray square to the left of the line item, and click **Copy**. You may need to scroll down the list of infotypes to find the Position Types infotype.

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Note: **Copy** keeps an historical record of all changes which have been made. **Change** only changes the existing record and does not keep an historical record. Only use change if you are making minor error corrections. Use Copy for all other type changes.

In this example we are **Creating** a new type record, since none existed. If you change a record, you will be asked to delimit the previous record, which puts an end date on the old record.

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Create Position Types

7.   Update the following **required** and **optional** fields:

Field Name	Description	R/O/C	Values
Validity	The date identifying the start of a validity period	R	Enter value in Validity. **Example:** 03/26/2008

8.   Click **Enter** button.

Information: Enter the validity date for the new type choices to be active, and choose the new types.

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- **Note**: A position can be designated with more than one type. If no types are applicable, select None.

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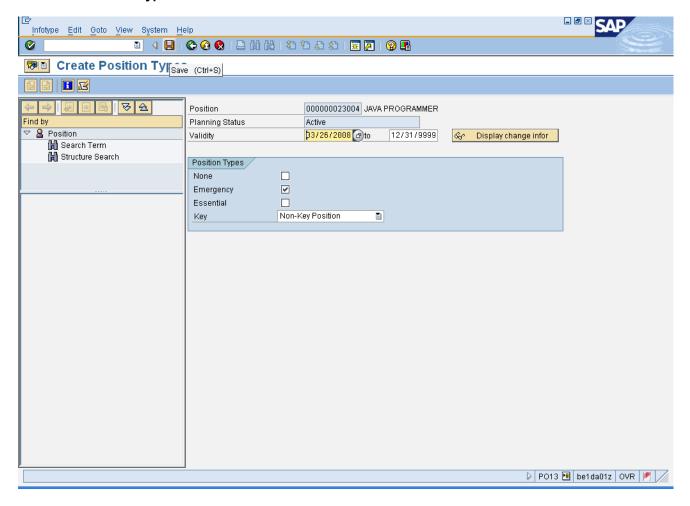Page: 11 of 15

Create Position Types

9.   Click **Save   (Ctrl+S)** 🖫 button.

ℹ️ **Information:** Notice that if there were originally no type choices made, and you have made choices here, when you click **Enter** to validate the choices the **None** check mark is removed.

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Maintain Position

10.   Click **All** ⊙ All   radio button.

11.   Click **Overview   (Shift+F8)** 🖳 button.

> **Information:** To view the record you just created and any previous records, choose the Time Period of **All** - if you don't, you will only see the records that are valid from today's date forward by default.

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List display with change Position Types

12. Click **Back (F3)** button.

 Information: The new record just created and any historical records are displayed. You may highlight any of these records and click **Choose** to display the details, or click **Back** to return to the main screen.

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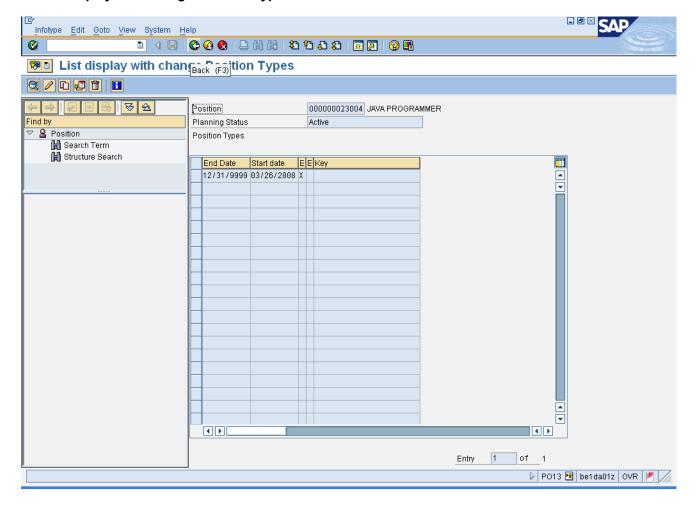**Version:** Release
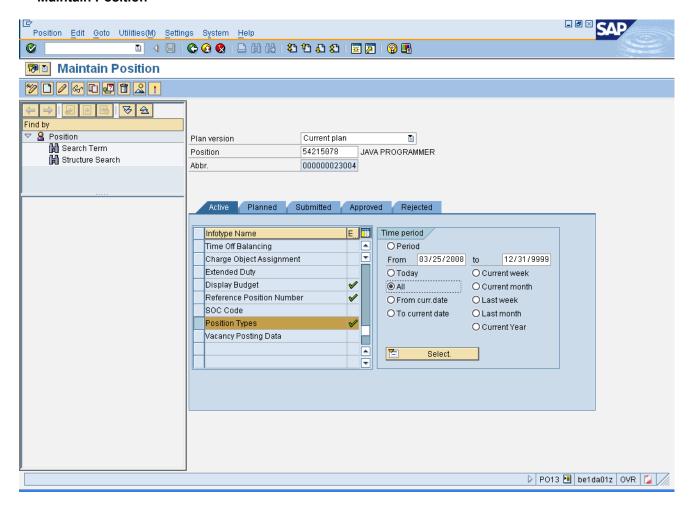**Release:**

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Maintain Position

13. Click **Back (F3)** button.

14. The system task is complete.

Launch WEB HELP

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